

1 October 1998

Personnel

AFRC OPERATIONS AWARDS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/DOTA

(Lt Col Mark D. Whitlow)

Supersedes AFRCI 36-2807, 8 August 1997

Certified by: HQ AFRC/DOT

(Col Edward J. Wiesner, Jr)

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(CD Only)

This instruction implements AFPD 36-28, *Awards and Decorations Program*, and establishes awards sponsored by the AFRC Directorate of Operations. These incentive awards are designed to stimulate competition, increase effectiveness, and emphasize and recognize outstanding performance to improve welfare and morale.

SUMMARY OF REVISIONS

This revision adds the Grover Loening Trophy and the Albert P. Loening Trophy (paragraph **10.** and paragraph **11.**).

1. Responsibilities:

- 1.1. HQ AFRC/DOT serves as monitor for all Operations awards, to include processing of nominations, ensuring accuracy of details surrounding a specific award, and making changes to this instruction, as necessary, to keep it current.
- 1.2. HQ AFRC/DOO chairs the board of officers appointed by the DO to select recipients of awards, as necessary.
- 1.3. Reserve numbered air forces (NAF) supervise, provide guidance, and monitor the Operations awards for their respective organizations. As a minimum, each NAF:
 - 1.3.1. Encourages maximum participation through solicitation and publicity.
 - 1.3.2. Ensures the accuracy and timeliness of nominations.
 - 1.3.3. Arranges appropriate awards ceremonies.

2. Air Force Association (AFA) Outstanding Reserve Aircrew Award--The President's Award:

- 2.1. Responsible Agency: HQ AFRC/DOT.
- 2.2. Purpose or Objective: To promote aircrew efficiency and safety through competitive spirit within AFRC organizations.
- 2.3. Eligibility: Outstanding AFRC aircrew members. The crew need not be an integral crew, but may be AFRC individuals occupying aircrew positions against one of the tactical aircraft employed.
- 2.4. Description: An AFA plaque for permanent retention and a citation.
- 2.5. Frequency of Award and Period Covered: Annually, 1 April to 31 March.
- 2.6. Method of Presentation: Presented at the annual AFA National Convention. Recipients of award are invited to attend the convention by the AFA.
- 2.7. Source of Evaluation: Criteria in paragraph [2.9](#).
- 2.8. Related Directives: None.
- 2.9. Criteria: Consideration based on total performance for the preceding period covered in paragraph [2.5](#), using the following criteria:
 - 2.9.1. Accomplishment of scheduled training mission.
 - 2.9.2. Participation in training assemblies and field training.
 - 2.9.3. Adherence to prescribed operational procedures and safety practices.
 - 2.9.4. Specific meritorious or outstanding accomplishments.
 - 2.9.5. Other mission accomplishments.
- 2.10. Nominating Procedures: Unit nomination packages are forwarded to the next higher echelon of command, to arrive at respective NAF not later than 28 February each year. NAFs convene a board and forward the winner's name to HQ AFRC/DOT to arrive not later than 1 April each year for AFRC-level competition. Nominations are supported by an original letter (to include a unit/NAF point of contact (POC) and phone number) and the following documents:
 - 2.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph [2.9](#).
 - 2.9. Narrative is typed double-spaced, 10-point font, with 1-inch margins.
 - 2.10.2. A citation prepared according to [Attachment 1](#).
 - 2.10.3. A biographical summary of the commander and crew according to [Attachment 2](#).
 - 2.10.4. Three color slides or photographs of the nominees in action.
- 2.11. How Recipient is Determined: Selected by a board of officers appointed by HQ AFRC/DOT.

3. AFA Outstanding Reserve Unit Award:

- 3.1. Responsible Agency: HQ AFRC/DOT.
- 3.2. Purpose or Objective: To promote a competitive spirit throughout the Air Force Reserve, with a resultant increase in the effectiveness of units.
- 3.3. Eligibility: All AFRC units (including associate).

- 3.4. Description: An AFA plaque for permanent retention, and a citation.
- 3.5. Frequency of Award and Period Covered: Annually, 1 April to 31 March.
- 3.6. Method of Presentation: Presented at the annual AFA National Convention. Commander of selected unit is invited to attend the convention by the AFA.
- 3.7. Source of Evaluation: Criteria in paragraph [3.9](#).
- 3.8. Related Directives: None.
- 3.9. Criteria: Consideration based on total performance for the preceding period covered in paragraph [3.5](#), using the following criteria:
 - 3.9.1. Participation in training assemblies and field training.
 - 3.9.2. Adherence to prescribed operational procedures and safety practices.
 - 3.9.3. Unit accomplishments.
 - 3.9.4. Compliance with applicable training directives.
 - 3.9.5. Results of on-the-job training (OJT) upgrade training.
 - 3.9.6. Assigned strength, stability of assignment, special tours, and manning versus skill-level.
 - 3.9.7. Contributions to cost reduction, management improvement, and energy conservation program.
 - 3.9.8. Other mission accomplishments.
- 3.10. Nominating Procedures: Unit nomination packages are forwarded to the next higher echelon of command to arrive at respective NAF not later than 28 February each year. NAFs convene a board and forward the winner's name to HQ AFRC/DOT to arrive not later than 1 April each year for AFRC level competition. Nominations are supported by an original letter (to include a unit/NAF POC and phone number) and the following documents:
 - 3.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph [3.9](#). Narrative is double-spaced, 10-point font, with 1-inch margins.
 - 3.10.1.1. A citation prepared according to [Attachment 1](#).
 - 3.10.1.2. A biographical summary of the commander according to [Attachment 2](#).
 - 3.10.1.3. Three color slides or photographs of the nominees in action.
- 3.11. How Recipient is Determined: Selected by a board of officers appointed by HQ AFRC/DO.

4. Outstanding AFRC Life Support Senior NCO/NCO/Airman/Civilian/Program of the Year Awards:

- 4.1. Responsible Agency: HQ AFRC/DOT.
- 4.2. Purpose or Objective: To provide a competitive spirit among AFRC life support personnel with a resultant increase in efficiency.
- 4.3. Eligibility: Any air reserve technician (ART), DOD civilian, or reservist in grades airman through senior master sergeant, with primary AFSC IT1X1, who filled an authorized life support position a minimum of 6 consecutive months immediately before nomination. The following also applies:

- 4.3.1. Outstanding AFRC Life Support Senior NCO of the Year Award. Nominee must be an Air Force senior NCO in the grades E-7 or E-8 (date of rank (DOR) before 1 September of year considered for award) and possess a primary AFSC IT1X1 (7- or 9-level). Nominees must have completed the USAF Senior NCO Academy course in residence or by correspondence or be enrolled at the time of nomination.
- 4.3.2. Outstanding AFRC Life Support NCO of the Year Award. Nominee must be in grades E-5 or E-6 (DOR before 1 September of year considered for award) and possess a primary AFSC IT1X1 (5- or 7-level). Nominees must have completed a formal NCO Academy course in residence or completed the Command NCO Academy by correspondence or be enrolled at the time of nomination.
- 4.3.3. Outstanding AFRC Life Support Airman of the Year Award. Nominee must be in grades E-1 through E-4 (DOR before 1 September of year considered for award), and possess a primary AFSC IT1X1 (3- or 5-level). The nominee must have at least 1 year in the Air Force, at least 6 months in present assignment, and be working therein at the time of nomination.
- 4.3.4. Outstanding Air Force Life Support Civilian of the Year Award. Nominee must be assigned against a job series 1670 or 4818. ARTs are not eligible for this award category. Nominee must be assigned in present position for a period of 1 year.
- 4.4. Description: A statue depicting aircrew with life support equipment. A rectangular plate at the base is engraved with the name of the award, the name of the recipient, and the period of the award. A citation accompanies each award.
- 4.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.
- 4.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.
- 4.7. Source of Evaluation: Criteria in paragraph [4.9](#).
- 4.8. Related Directive: AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program*.
- 4.9. Criteria: Consideration based upon total performance during the preceding calendar year addresses the following criteria as a minimum:
- 4.9.1. Outstanding performance of duties or significant accomplishments or achievements in their functional area.
 - 4.9.2. Acceptance of responsibility.
 - 4.9.3. Bearing and behavior.
 - 4.9.4. Self-improvement efforts.
 - 4.9.5. Other accomplishments/awards (community relations activities, etc.).
- 4.10. Nominating Procedures: Units submit nominations through higher echelons to NAFs (DO or CC level) for processing. Each NAF nominates one airman, one NCO, one senior NCO, and one civilian. NAFs convene a board and forward the winner's name to HQ AFRC/DOT to arrive not later than 15 January each year for AFRC-level competition. The nomination folder consists of a letter of

transmittal signed by the NAF Director of Operations and nomination folders submitted according to AFI 36-2807, paragraph 6.4.2.

4.11. Selection and Notification Procedures: Selection is made by a board of three officers from within the Directorate of Operations. After AFRC/CV approval, a copy of the nomination for the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC winners' names of the Senior NCO, NCO, Airman, and Civilian of the Year Awards are forwarded to HQ USAF for Air Force-wide competition.

4.12. Program Award Criteria: Outstanding Life Support Program of the Year Award. Nomination may highlight self-help projects, actions of lasting unit impact and value to the life support career field, contributions to the unit mission, and results from operational readiness inspections, Quality Air Force Assessment, or other higher headquarters visits. The nomination package includes a cover letter from the unit commander. Prepare the nomination according to paragraph 4.10. and paragraph 4.11. Present photographs as attachment 4 of the nomination package. Color photographs are no larger than 5- by 7-inch, and no more than 10 pictures total. At least one photograph should be a group photograph of the individuals within the life support section. Each photo is labeled so it can be readily identified.

5. Outstanding AFRC Operations Resource Management Senior NCO/ NCO/ Airman/Civilian of the Year Awards:

5.1. Responsible Agency: HQ AFRC/DOT.

5.2. Purpose or Objective: To provide a competitive spirit among AFRC Operations Resource Management (1C0X2) personnel with a resultant increase in efficiency and service.

5.3. Eligibility: Any ART or reservist in the grades airman through senior master sergeant with primary AFSC 1C0X2 or 1C0X0 and civilians (non-ART) who performed duties in an authorized 1C0X2 position for a minimum of 6 consecutive months immediately before nomination. The following also applies:

5.3.1. Outstanding AFRC Operations Resource Management System Senior NCO/NCO/Airman of the Year Award. Nominee must be in the grades of E1 through E8 possessing the appropriate skill level or higher in the 1C0X2 career field. Nominee must have completed all required PME associated with their rank.

5.3.1.1. Outstanding AFRC Operations Resource Management Senior NCO of the Year Award. Nominee must be in the grade master sergeant or senior master sergeant possessing a primary 7-level or higher in the 1C0X2 career field. Nominees must have completed the USAF Senior NCO Academy course in residence or by correspondence or be enrolled at the time of nomination.

5.3.1.2. Outstanding AFRC Operations Resource Management NCO of the Year Award. Nominee must be in the grade sergeant through technical sergeant possessing a primary 5-level or higher in the 1C0X2 career field. Nominees must have completed the USAF NCO Academy course in residence or by correspondence or be enrolled at the time of nomination.

5.3.1.3. Outstanding AFRC Operations Resource Management Airman of the Year Award. Nominee must be in the grade airman through senior airman possessing a primary 3-level or higher in the 1C0X2 career field. Nominees must have at least 1 year in the Air Force, at least

6 months in present assignment.

5.3.2. Outstanding AFRC Operations Resource Management Civilian of the Year Award. Nominee must be assigned against a 1C0X2 position. Nominee must have been assigned in current position for no less than 6 months at the time of nomination.

5.4. Description: Award citation accompanied by a command plaque with the Air Force Reserve Command crest. A rectangular plate at the base engraved with the name of award, recipient, and period of award.

5.5. Frequency of Award and Period Covered: Each calendar year 1 January through 31 December.

5.6. Method of Presentation: By the AFRC/CV during the annual award presentation ceremony.

5.7. Source of Evaluation: Criteria in paragraph 5.8.

5.8. Criteria: Consideration based upon total performance during the preceding fiscal year address the following criteria as a minimum:

5.8.1. Outstanding performance of duties or significant accomplishments or achievements in their functional area.

5.8.2. Self-improvement efforts (PME, supervisory ECI courses, and formal education).

5.8.3. Community involvement/other accomplishment/awards.

5.8.4. Bearing and behavior.

5.8.5. Acceptance of responsibility.

5.9. Nominating Procedures: Units submit nominations to their respective NAF/DO. Each NAF may nominate one individual from each category. NAFs forward nominations to HQ AFRC/DOT to arrive not later than 15 February each year. The nomination folder consists of a nomination letter signed by NAF Director of Operations and four attachments with the following information:

5.9.1. Attachment 1: Narrative to justify the award. Narrative is double-spaced, with 10-point font, 1-inch margins, and a maximum length of 2 pages.

5.9.2. Attachment 2: Biography listing assignment history, college-level schools, military schools, professional military education, and other noteworthy awards/recognition prepared according to [Attachment 3](#) of this instruction.

5.9.3. Attachment 3: Proposed citations for the award are to have a maximum length of 15 lines, and be prepared according to [Attachment 1](#) of this instruction.

5.9.4. Attachment 4: Nominee-prepared essay (one page, double-spaced) why he or she should be the AFRC Operations Resource Management Senior NCO/NCO/Airman or Civilian of the Year.

5.10. Selection and Notification Procedures: Selection is made by HQ AFRC/DOT. AFRC 1C0X2 functional managers convene a recognition review board to examine each nomination package by category. After HQ AFRC/DOT concurs with the board recommendation, winners names are submitted to AFRC/DO for final approval and award. After AFRC/DO approval, a copy of the nomination for the winner in each category is submitted by letter to HQ AFRC/PA for publicity support.

6. Weather Awards:

6.1. Responsible Agency: AFRC/DOTSC.

6.2. Purpose or Objective: To recognize outstanding individuals and units in the field of weather support.

6.3. Eligibility: According to AFI 36-2807, all Air Force members (military and civilian) and units of the Air Force, AFRC, and Air National Guard (ANG) are eligible to be nominated, based on award criteria.

6.4. Nomination Procedures: Eligibility requirements, nomination requirements, and descriptions of individual and unit weather awards are contained in AFI 36-2807, chapter 10. Units submit nominations through command channels to NAFs (DO or CC). Each NAF may nominate one individual or unit in each category. NAFs forward nominations to arrive at HQ AFRC/DOT at least 20 days prior to the date due at HQ USAF/XOW (for example, annual awards nominations arrive at HQ AFRC/DOT not later than 10 January).

6.5. AFRC Selection and Notification Procedures: Selections are made by HQ AFRC/DOT. After AFRC/CV approval, a copy of the nomination for the winner in each category is submitted to HQ USAF/XOWP as the AFRC representative for the Air Force level award. A courtesy copy is sent to HQ AFRC/DP for publicity purposes. Winners are notified of their selection through command channels.

7. Air Traffic Control (ATC) and Airfield Management Awards:

7.1. Responsible Agency: AFRC/DOTSC.

7.2. Purpose or Objective: To recognize individuals who contribute to an outstanding degree, their services, ideas, developments, or accomplishments in ATC and airfield management. To recognize an ATC facility or combination of facilities (complex) at a particular unit that has within the past year, made a notable contribution to the ATC system. Submit the nomination for a combination of facilities when they interact with each other and one facility influences the performance of the other.

7.3. Eligibility: According to AFI 36-2807, all US Air Force controllers are eligible. Any other military or civilian controller performing ATC duties in a US Air Force-operated or -augmented facility, or in an ANG unit facility, is eligible. Recognition under this program does not make individuals ineligible for award under AFI 36-2803, *The Air Force Awards and Decorations Program*. Military personnel possessing Air Force specialty code (AFSC) 1COX1, and civilian personnel performing airfield management 1COX1 duties, are eligible if they worked at least 1 year in airfield management, and have at least 6 months in present assignment.

7.4. Nomination Procedures: Eligibility requirements, nomination requirements, and descriptions of individual and unit ATC and airfield management awards are contained in AFI 36-2807, chapter 5. Units submit nominations through command channels to NAFs (DO or CC). Each NAF may nominate one individual or unit in each category. NAFs forward nominations to arrive at HQ AFRC/DOT at least 20 days prior to the date due at HQ USAF/XOO (for example, annual awards nominations arrive at HQ AFRC/DOT not later than 10 January).

7.5. AFRC Selection and Notification Procedures: Selections are made by HQ AFRC/DOT. After AFRC/CV approval, a copy of the nomination for the winner in each category is submitted to HQ USAF/XOO as the AFRC representative for the Air Force level award. A courtesy copy is sent to HQ AFRC/DP for publicity purposes. Winners are notified of their selection through command channels.

8. Outstanding AFRC Pararescue Senior NCO/NCO/Airman of the Year Awards:

8.1. Responsible Agency: HQ AFRC/DOT.

8.2. Purpose or Objective: To provide a competitive spirit among AFRC pararescue personnel with a resultant increase in efficiency.

8.3. Eligibility: Any ART or reservist in grades airman through senior master sergeant, with primary AFSC 1T2X1, who filled an authorized pararescue position a minimum of 6 consecutive months immediately before nomination. The following also applies:

8.3.1. Outstanding AFRC Pararescue Senior NCO of the Year Award. Nominee must be an Air Force Reserve senior NCO in the grades E-7 or E-8 (DOR before 1 September of year considered for award) and possess a primary AFSC 1T2X1 (7- or 9-level). Nominees must have completed the USAF Senior NCO Academy course in residence or by correspondence or be enrolled at the time of nomination.

8.3.2. Outstanding AFRC Pararescue NCO of the Year Award. Nominee must be in grades E-5 or E-6 (DOR before 1 September of year considered for award) and possess a primary AFSC 1T2X1 (5- or 7-level). Nominees must have completed a formal NCO Academy course in residence or completed the command NCO Academy by correspondence or be enrolled at the time of nomination.

8.3.3. Outstanding AFRC Pararescue Airman of the Year Award. Nominee must be in grades E-1 through E-4 (DOR before 1 September of year considered for award), and possess a primary AFSC 1T2X1 (3- or 5-level). The nominee must have at least 1 year in the Air Force, at least 6 months in present assignment, and be working therein at the time of nomination.

8.4. Description: A statue depicting aircrew with pararescue equipment. A rectangular plate at the base is engraved with the name of the award, the name of the recipient, and the period of the award. A citation accompanies each award.

8.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

8.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

8.7. Source of Evaluation: Criteria in paragraph [8.9](#).

8.8. Related Directive: AFI 36-2807.

8.9. Criteria: Consideration based upon total performance during the preceding calendar year addresses the following criteria as a minimum:

8.9.1. Outstanding ability, knowledge, and performance of primary duties and significant accomplishments or achievements in their functional area.

8.9.2. Other contributions to the unit mission.

8.9.3. Professional military qualities and behavior.

8.9.4. Education and self-improvement efforts.

8.10. Nominating Procedures: Units submit nominations, through higher echelons, to NAFs (DO or CC level) for processing. Each unit may submit two nominations from each category to arrive at NAF not later than 15 December each year. NAFs convene a board and forward the winner's name to HQ

AFRC/DOT to arrive not later than 15 January each year for AFRC certification and endorsement. The nomination folder consists of a letter of transmittal signed by the NAF Director of Operations and nomination folders submitted according to AFI 36-2807.

8.11. Selection and Notification Procedures: Selection certification is made by a board of two officers and a CMSgt from within the Directorate of Operations. After AFRC/CV approval, a copy of the nomination for the winner in each category is to be submitted by letter to HQ AFRC/PA for publicity support. The AFRC winners' names of the Senior NCO, NCO, and Airman of the Year Awards are forwarded to HQ USAF for Air Force-wide competition.

9. Outstanding AFRC Senior NCO/NCO/Airman Aircrew Member of the Year Awards:

9.1. Responsible Agency: AFRC/DOT.

9.2. Purpose or Objective: To provide a competitive spirit among AFRC enlisted aircrew members with a resultant increase in efficiency and esprit-de-corp.

9.3. Eligibility: Any air reserve technician or reservist in grades airman through senior master sergeant, with an X, K, or Q prefix in their primary AFSC. The following AFSCs may apply: any 1AXXX, dropsonde operator flight mechanic; and medical technician currently on active flight status. AFRC category winners of this award will compete at the USAF level for the SSgt Henry E. "Red" Erwin Award for Outstanding Enlisted Aircrew Member of the Year. The following also applies:

9.3.1. AFRC Outstanding Senior NCO Aircrew Member of the Year Award. Nominee must be an Air Force Reserve senior NCO in the grades of E-7 or E-8 (minimum of 6 months time in grade as of award close-out date and 24 months as an enlisted aircrew member) and possess a 7- or 9-skill level. Nominees must have completed USAF Senior NCO Academy course either in residence, through correspondence, or be actively enrolled at the time of nomination.

9.3.2. AFRC Outstanding NCO Aircrew Member of the Year Award. Nominee must be an Air Force Reserve NCO in the grades of E-5 or E-6 (minimum of 6 months time in grade as of award close out date and 24 months as an enlisted aircrew member) and possess a 5- or 7-skill level in their primary AFSC. Nominees must have completed Command NCO Academy course either in residence, through correspondence, or be actively enrolled at the time of nomination.

9.3.3. AFRC Outstanding Airman Aircrew Member of the Year Award. Nominee must be an Air Force Reserve airman in the grades of E-1 through E-4 (minimum of 6 months time in grade as of award close out date and 24 months service in either the Active Air Force or Air Reserve Component) and possess a 3- or 5-skill level in their primary AFSC.

9.4. Description: A plaque depicting the AFRC emblem and a plate titled "Air Force Reserve Command Outstanding Enlisted Aircrew Member of the Year." Three rectangular plates mounted horizontally in descending order by year are engraved with each category winners name, rank, and unit of assignment. A citation accompanies each award. A local presentation may be made by wing CCs for their nominees in each category.

9.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

9.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

9.7. Source of Evaluation: Criteria in paragraph 9.9.

9.8. Related Directives: AFI 36-2807.

9.9. Criteria: Consideration based upon total performance during the preceding calendar year addresses the following criteria:

9.9.1. Outstanding accomplishments.

9.9.2. Major improvements.

9.9.3. Leadership.

9.9.4. Self-improvement.

9.10. Biography: Include a biography (bullet format) of individuals submitted with the following information:

9.10.1. Name.

9.10.2. Grade.

9.10.3. Duty Title.

9.10.4. PME completed with dates.

9.10.5. Education completed with dates.

9.10.6. Awards received (military and civilian).

9.11. Nominating Procedures: Units submit nominations through higher echelons to NAFs (DO or CC level) for processing. Each NAF nominates one airman, one NCO, and one senior NCO. NAFs convene a board and forward winners' names to AFRC/DOT to arrive not later than 28 February of each year for AFRC level competition. The nomination folder consists of a letter of transmittal signed by the NAF Director of Operations, AF Form 1206, **Nomination for Award**, (2 page maximum printed front to back), biography, a 5x7 and an 8x10 photo of nominee in flight suit, and a citation narrative.

9.12. Selection and Notification Procedures: Selection is made by a board of one field grade officer and two senior NCOs from within the Directorate of Operations. After AFRC/CV approval, a copy of the nomination for the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. Each category winner competes at the HQ USAF level for Air Force-wide competition.

10. The Grover Loening Trophy:

10.1. Responsible Agency: HQ AFRC/DOT.

10.2. Purpose or Objective: Promote a competitive spirit among AFRC flying squadrons throughout the Air Force Reserve with a resultant increase in effectiveness.

10.3. Eligibility: AFRC flying units and associate units exclusive of aerospace rescue and recovery units.

10.4. Description: A scroll depicting the citation of the Grover Loening Trophy is presented to the honored unit for permanent retention. The Grover Loening Trophy, which has a rectangular plate at the base, is engraved with the unit designation and maintained on display at HQ AFRC.

10.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

10.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

10.7. Source of Evaluation Criteria: Consideration based on total performance for the preceding period covered in paragraph 10.5. using the following criteria:

10.7.1. Outstanding performance of Air Force, Gaining Command, and AFRC missions.

10.7.2. Community support and involvement.

10.7.3. Improvements or innovations resulting in major mission improvements.

10.7.4. Specific outstanding accomplishments.

10.8. Related Directives: None.

10.9. Nominating Procedures: Units will submit their nomination to their respective NAF not later than 1 February following the calendar year of the award period. NAF/DOs will submit the NAF nomination to HQ AFRC/DO not later than 1 March.

10.10. How Recipient is Determined: NAF nominations are evaluated by a minimum of three board members selected from the AFRC/DO staff.

11. The Albert P. Loening Trophy:

11.1. Responsibility Agency: HQ AFRC/DOT.

11.2. Purpose or Objective: To promote competition among aerospace rescue and recovery units with a resultant increase in unit effectiveness.

11.3. Eligibility: Aerospace rescue and recovery units.

11.4. Description: A scroll depicting the citation of the Albert P. Loening Trophy is presented to the honored unit for permanent retention. The Albert P. Loening Trophy, which has a rectangular plate at the base, engraved with the unit designation and maintained on display at HQ AFRC.

11.5. Frequency of Award and Period Covered: Each calendar year 1 January through 31 December.

11.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

11.7. Source of Evaluation Criteria: Consideration based on total performance for the preceding period covered in paragraph 10.5. using the following criteria:

11.7.1. Outstanding performance of Air Force, Gaining Command, and AFRC missions.

11.7.2. Community support and involvement.

11.7.3. Improvements or innovations resulting in major mission improvements.

11.7.4. Specific outstanding accomplishments.

11.8. Related Directives: None.

11.9. Nominating Procedures: Units will submit their nomination to their respective NAF not later than 1 February following the calendar year of the award period. NAF/DOs will submit the NAF nomination to HQ AFRC/DO not later than 1 March.

11.10. How Recipient is Determined: NAF nominations are evaluated by a minimum of three board members selected from the AFRC/DO staff.

DAVID R. SMITH, Brig Gen, USAF
Commander

Attachment 1**SAMPLE CITATION**

CITATION TO ACCOMPANY THE AWARD OF

(one space)

THE AIR FORCE ASSOCIATION OUTSTANDING FLYING WING

(one space)

TO

(one space)

010 FIGHTER WING

(two spaces)

In preparing the citation to accompany nomination for a shop, unit, or office award then the opening sentence should read "The (shop, unit, or office), (location), distinguished itself by outstanding achievement(s) from (date) to (date)." And the narrative should read "During this period, the (shop, unit, or office) achieved an outstanding degree of (administrative or operational) perfection and service by (give concise description of achievements)." The closing sentence should read "The distinctive accomplishments of this (shop/unit/office) reflect credit upon all assigned personnel and the United States Air Force Reserve.

In preparing the citation to accompany nomination for an individual award, then the opening sentence should read "(grade and name) distinguished himself/herself as an (category of award) while assigned as (duty title and unit) from (date) to (date). The narrative should read "During this period, (grade and last name) displayed outstanding ability and professional skill by (give concise description of achievement(s))." The closing sentence should read, "The distinctive accomplishments of (grade and last name) reflect credit upon (himself/herself) and the United States Air Force Reserve.

NOTES:

- 1.The opening and closing sentences must be verbatim.
- 2.Type the individual award recipient's SSN to include FR/FV/FG immediately after his or her name on all copies (except the original).
- 3.Do not use abbreviations.

4. Prepare citations on plain bond paper. The top margin is 1 inch to 1 1/2 inches; the side margins are 1 inch to 2 inches; and the bottom margin should be a minimum of 4 inches. The citation cannot be stapled or clipped to the nomination, but placed in an envelope or other protective covering and attached to the nomination. Citations are submitted to arrive in original and four copies.

Attachment 2

BIOGRAPHY FOR UNIT AWARDS

The following items serve as an example of what should be included in the biographical information for the commander/unit:

AFA Outstanding Reserve Flying Unit Award

439 AW, Westover ARB, Chicopee Falls MA

Commander: Brig Gen John Bigwig

Duty Phone: DSN 123-4567

Home Address: 111 1st Street

Chicopee Falls MA 01111-5000

Home Phone: (111) 555-5555

AFA Outstanding Reserve Aircrew Award

512 AW, Dover AFB, Dover DE

Commander: Maj Iama Flyer

Home Address: 222 2d Street

Milford DE 22222

Home Phone: (222) 555-4444

The aircrew was composed of the following individuals:

Maj Iama Flyer, Aircraft Commander

Maj Steve G. Canyon, 709 AS, First Pilot

CMSgt Aero Smith, 512 AW, Standardization Loadmaster

MSgt Jolly Rancher, 709 AS, Flight Engineer

Sgt John B. Good, 436 AS, Dedicated Crew Chief

Attachment 3**BIOGRAPHY FOR INDIVIDUAL AWARDS**

The following items, as applicable, are included in the biography:

1. Member's name, grade, and service number.
2. Date and place of birth.
3. Current duty assignment, organization, location, and statement of job responsibility.
4. Educational background.
5. Military education and service schools attended.
6. Chronological narrative of military career.
7. Items of notable significance; that is, war record, number of combat missions, outstanding contributions to Air Force programs, etc.
8. Awards, decorations, and other military honors.
9. Residence.
10. Marital status, wife's maiden name and home town, and children's names and ages.
11. (If applicable) Civilian job and/or significant civic accomplishments or honors received.

NOTE:

Personal data necessary for completing a biography is usually available in existing records; however, if personal data is solicited from or verified by the individual being nominated, a Privacy Act Statement must be given to the individual. The Privacy Act Statement, whether given orally or written, must include all data required by AFI 37-132, Air Force Privacy Act Program